

Registration Supervisor
Jackie Fairbanks
402-471-0919
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‘Tis the Season...

Marriage Clerk
Barb Trusty
402-471-2872
barb.trusty@nebraska.gov

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Notes from the supervisor:

Here it is the end of June and if previous years are any indication to this year, you may be starting to wind down from your busiest season of the year. We understand. Because busy times cause for more frustration and more errors, we wanted to take this opportunity to remind you of some common problems we are seeing in the office. Taking note of these and taking the appropriate steps to correct any that apply will save all of us time. We ask that you share this information with all in your office who work with marriage certificates.

1. We have mandated the electronic filing of marriage certificates and you have agreed to this through the "Agreement" you signed. As stated in this "Agreement," security requires us to enforce that you do NOT share your user name or password. The State's IT department will remove you as a user if they become aware of this security violation. What does this mean to you? It simply means you will not be able to comply with the statutory requirements of filing marriage licenses in your county.
2. Everyone using the system should have a user name set up. If someone has left your employment, we need to delete that user from our system. Please make sure to email that information to jackie.fairbanks@nebraska.gov.
3. What if your system is temporarily down or the only one with a user id in your county office is not present to issue a license? In emergency situations, you can complete a manual certificate – you should have current marriage license forms from our department on hand. If you do not have the manual forms or if you need marriage paper for the computer, please contact our office at vitalrecords@dhhs.ne.gov. Once your system is working again, the information will need to be entered into the electronic system by a valid user to the system. We are willing to work with you in emergency situations.

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4. What do you do when you need to relay **relevant information to Vital Records**? On the electronic system go to the action tab, show notes, and create a note. Example: The groom and his father's last name do not match. *Do not type relevant information to us in the comment area. The comment area was created for your use only.* The comment area is where you type information **relevant to you**. Example: If you want to enter a divorce date from a previous marriage for your information, you can enter it here – do not enter it in the notes section.
5. Do not type suffixes in the last name area. Make sure you type this in the appropriate suffix field.
6. Do not leave a blank space before typing in a field. If you are in doubt, back space to make sure there are no blank spaces.
7. Make sure the mother of the bride and the mother of the groom list their maiden names.
8. Make sure the person facilitating the marriage signs the license **and** lists their title.
9. Please submit completed licenses in an envelope large enough to avoid folding. Certain ink from certain printers will disintegrate when the fold occurs on printed information. The easiest solution, mail in an envelope large enough that will not require folding of the marriage license. Remember, the certificates are scanned into our system to be available for printing certified copies. If the information has disintegrated, we cannot make good copies.
10. **VERY IMPORTANT!** Make sure you complete the marriage information in the system. We are not able to file it with the State until you do. If you forget, we will call you.

We hope this information helps. If you ever have a question, please call Barb or myself and we will be glad to help.

Sincerely,

Jackie Fairbanks

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